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Law Library Management: An Annotated Bibliography

Janet Sinder
Brooklyn Law School, janet.sinder@brooklaw.edu

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Law Library Management: An Annotated Bibliography*

Janet Sinder**

The author provides a comprehensive listing of materials related to the management of law libraries.

This bibliography attempts to be comprehensive in its listing of materials on various aspects of library management written for law librarians. In addition to a section of general materials, the bibliography is arranged according to the themes of the 1988 AALL Institute on Law Library Management, held at the University of Alabama Law Center in Tuscaloosa. It contains only those materials specifically directed toward law libraries. Materials on space planning are not included. Articles on planning for automation are included only if they deal with the changing role of librarians or the place of the library in the automation plans of the law firm or law school.

While the bulk of the materials are from Law Library Journal, other law library publications, the legal literature, and the general literature of librarianship were also searched for relevant articles.

I. General


** Senior Reference Librarian and Instructor in Legal Research, Duke University Law Library, Durham, North Carolina.

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Beardsley, Arthur S. "Some Phases of Law Library Administration." *Law Library Journal* 31 (1938): 193-205. How the "new science" of administration applies to law libraries. Considers autonomy of law libraries, book selection, and service to patrons. Also discusses special services librarians can provide, such as reading lists and bibliographies.


concerning appropriations for books and binding, administration and service.


Poldervaart, Arie. "How Much Administrative Work Can a Head Librarian Delegate to His Chief Assistant?" *Law Library Journal* 47 (1954): 324-26. Deals with the situation of a nonautonomous law school library, where the head librarian is head of the whole library and the chief assistant is head of the law library.


II. Budgeting

Doherty, Walter E. “Toward the Law Library as a Profit Center.” *Law Office Economics & Management* 26 (1985-86): 108-10. Considers how business methods can be used by law libraries, focusing on which library services can be billed to the firm’s clients.


Mersky, Roy M. “Everything You Always Wanted to Know about Law Libraries but Were Afraid to Ask...” *Journal of Legal Education* 29 (1978): 139-47. How to determine the budget funds needed and how to obtain and best use these funds.


Morse, Lewis W. “Effecting Some Economies.” *Law Library Journal* 31 (1938): 278-88. Presentation and discussion on how to get the most out of limited library funds.


______. "Program Budgeting and Work Measurement for Law Libraries." *Law Library Journal* 63 (1970): 353-62. Explains program budgeting, which groups expenditures by program, such as reference services, rather than by accounting category. This method requires library operations to be analyzed so costs and needs can be determined. Article suggests ways of measuring library services.


### III. Communications

Blaustein, Albert P. "Friends of the Library—in the Law Library." *Law Library Journal* 50 (1957): 120-28. What is a Friends' organization, and how can one be developed for a law library?

Carter, Nancy Carol. "Communication as a Tool of Organizational Renewal in Law Libraries." *Law Library Journal* 81 (1989): 221-39. Suggests ways that managers can improve their libraries by increased communication. The article focuses on internal communication among staff, but also includes methods of improving communication with the larger organization and with patrons.


Gasaway, Laura N. "Management Techniques Using Traditional Library Records." *Law Library Journal* 70 (1977): 315-28. Advocates running the library like a business, and recommends which types of records (e.g., shelflist, acquisitions received, reference statistics) are really necessary to sell the library to management.


### IV. Personnel

and constructive aspects of conflict among library staff. Also discusses the causes of conflict and some ways to control it.


Compton, Rowena U. "The Student Assistant." *Law Library Journal* 23 (1929): 24-27. Results of a survey of how student assistants are used in law school libraries and what types of training are used.


Danner, Dick. "From the Editor: Gold Collar Librarians." *Law Library Journal* 78 (1986): 213-17. Thoughts on what law library management can do to motivate staff librarians by providing an atmosphere where personal goals of individual staff can be attained.


by student desk attendants, and discusses methods for training and supervising desk attendants.

Germain, Claire M. "Moving into Management from Within." *Law Library Journal* 81 (1989): 539-44. Ways to prepare for a move into management within the same institution, and how one should act after becoming a manager.


———. "The Manager's Role in Developing a Good Working Relationship with the Boss." *Trends in Law Library Management and Technology* 1 (July-Aug. 1987): 5-6. Advice for middle-level managers on how to communicate with their supervisors, and how to establish relationships where all are working toward the same goals.


Price, Miles O. "Selection and Training of Law Catalogers." *Law Library Journal* 45 (1952): 296-302. Suggests that law catalogers be recruited from catalogers in other fields and then trained to catalog law books.


“Selection of Personnel for the Law Library.” *Law Library Journal* 63 (1969): 381-408. Methods of recruiting and hiring are discussed by panelists from outside the law library profession. Appendices include a checklist for hiring clerical workers, a bibliography on personnel in libraries, and annotated bibliographies of business administration and educational psychology literature on personnel.


Wishart, Lynn. “Moving into Management from the Outside.” *Law Library Journal* 81 (1989): 525-38. Suggests ways that a manager, moving in from outside the organization, can learn about the organization and how to function well within it.


V. Effects of New Technology


planning for the introduction of an automated system: choosing what tasks to automate, selecting the system, financing, and training.

